



STATE OF ARKANSAS
**Department of Finance
and Administration**

OFFICE OF STATE PROCUREMENT
1509 West Seventh Street, Suite 300
Post Office Box 2940
Little Rock, Arkansas 72203-2940
Phone: (501) 324-9316
Fax: (501) 324-9311
<http://www.state.ar.us/dfa>

MEMORANDUM

To: Arkansas Cooperative Purchasing Program Participants

From: Joe Giddis, Director
State Procurement

Date: April 15, 2002

Subject: Cooperative Program on OSP Web Site

The Arkansas Cooperative Purchasing Program now has a separate location on the Office of State Procurement web page. By clicking on <http://www.state.ar.us/dfa/purchasing/index.html> and scrolling down the page you will find a "box" titled cooperative purchasing. Under that box we have located information on the program, points of contact, a listing of contracts program participants may use and links to those contracts and the quarterly reporting pages (explained below). Please let us know how you like the site and what you would like us to include in future updates.

Quarterly reporting of usage figures for state term contracts will become easier beginning with the 2nd quarterly reporting period. We are developing and testing a web based reporting system that will allow each participating member to enter their usage figures on-line through the Office of State Procurement web site at <http://www.state.ar.us/dfa/purchasing/index.html>. This will eliminate postage, the need to print letters, forms and reports and will enable on-line viewing of the quarterly usage report. The OSP web site can be accessed from any computer with a standard modem using the address above.

Your comments and questions are always welcome. Please email joe.giddis@dfa.state.ar.us or osp@dfa.state.ar.us.